

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 20, 2003

FROM: G. DANIEL OJEDA, Director
Architecture & Engineering Department

SCOTT KONOPASEK, Director
Registrar of Voters

**SUBJECT: REGISTRAR OF VOTERS - OFFICE SPACE IMPROVEMENTS - AWARD
CONSTRUCTION CONTRACT**

RECOMMENDATION:

1. Award a \$62,635 construction contract to Callison Construction of Colton for the Registrar of Voters Office Space Improvements; and
2. Authorize the Director of the Architecture and Engineering Department to file the Notice of Completion upon acceptance of the work.

BACKGROUND INFORMATION: On January 29, 2002, the Board approved \$100,000 in one-time funds for a Capital Improvement Project to expand the Registrar of Voters' (ROV) absentee ballot processing and polling place work areas. This remodel will provide additional space to accommodate increased absentee voting and electronic early voting; operations of the two new voting systems (electronic and optical scanning); and allocation of an area for the development of an extensive poll worker recruiting program. The area to be remodeled was previously utilized to store affidavits with the affidavits placed in another section of the ROV warehouse.

On April 1, 2003, the Board approved the plans and specifications and authorized Architecture & Engineering to advertise for competitive bids. A&E advertised for competitive bids through its website, trade journals and the local newspaper. On April 10, 2003, a job walk was conducted with three prospective bidders in attendance. On May 6, 2003 three bids were received: Callison Construction Inc of Colton for \$62,635; L A D Construction of Upland for \$74,183; and Diamond Construction Inc. of Moreno Valley, for \$76,500. Callison Construction, Inc. was selected on the basis of being the lowest responsible bidder.

This project is consistent with a County Administrative Office approved Capital Improvement Program request.

REVIEW BY OTHERS: This item has been reviewed by Eli Montoya, Department Contract Compliance Designee on May 7, 2003; approved as to legal form by Jean-Rene Basle, Deputy County Counsel on May 8, 2003; and reviewed by the County Administrative Office (Lynn Chacon and Wayne Thies, Administrative Analysts) on May 8, 2003.

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FINANCIAL IMPACT: This project was originally funded in the amount of \$100,000 (construction - \$80,000, contingencies - \$8,000, and design/project management/inspection - \$12,000) as part of the one-time budget adjustment to the ROV budget approved by the Board on January 29, 2002, and included in the FY 2001-02 Capital Improvement Program (CIP) budget. Expenditures of \$967 were incurred in FY 2001/02 resulting in a carryover of \$99,033 to FY 2002-03.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with A&E's proposal and recommends this action based on the need to upgrade the Registrar of Voters' office space to accommodate the acquisition and implementation of the new voting systems in 2003.

SUPERVISORIAL DISTRICT (S): Fifth.

PRESENTER: G. Daniel Ojeda, Director, Architecture & Engineering 387-5025

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